



## DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

### FACT SHEET

### Basic Business License

NAICS 235990-2

## Home Improvement Salesperson

**NAICS Description:** Any individual (including, without limitation, any officer, director, partner, member, or principal of a home improvement contractor) who either expressly or impliedly represents or holds himself or herself out as being associated with or employed, engaged, appointed, authorized, or permitted by any home improvement contractor to negotiate any contractual agreement for home improvement work.

Transaction Type: **Initial**

Endorsement Class: **General Services and Repair**

<b>Legal Authority:</b>	<b>DC Code 47-2851</b>	<b>DC Municipal Regulation, Title 16, Chapter 8</b>
<b>License Duration:</b>	<b>Two (2) Years</b>	<b>Category License Fee:</b> \$45.00
<b>License Available Online:</b>	<b>No</b>	<b>Application Fee (fixed):</b> \$35.00
<b>Online Processing Fee:</b>	<b>N/A</b>	<b>Endorsement Fee:</b> \$10.00
<b>Payment Method:</b>	If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: D.C. Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18 <sup>th</sup> Floor, 225 North Calvert Street Baltimore, MD 21202.	
<b>Prerequisites:</b>	(See requirements below)	

**Application Requirements:** All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**  
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Clean Hands Certification**  
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package or during the online filing process.
- **Office of Tax & Revenue (OTR) Registration**  
Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4829.
- **Police Criminal History Report (Form PD 70)**  
You must attach a certified copy of your Police Criminal History Report from the jurisdiction in which you reside to the Basic Business License Application. You may obtain this Report (PD-70) from the DC Metropolitan Police Department in person at 300 Indiana Avenue, NW, Room 3055, or call the Police Criminal History Report Division at (202) 727-4245 for additional details. A non-resident shall obtain this report from the jurisdiction in which he/she resides.
- **Digital Passport Photographs**  
You must apply in person for photographs and issuance (or renewal) of photo ID licenses. You also have to submit three (3) digital identical full-faced passport photographs no more than three (3) months old with a clear copy of your current driver's or non-driver's license (with photo) by mail with all the appropriate documentation for this business activity. DCRA reserves the right to reject new or renewal applications by mail if they do not meet DC Code and DC Municipal Regulations.
- **Affidavit**  
Each application for a salesperson's license shall include an affidavit sworn to before a notary public, by a contractor located in the Metropolitan Area of the District of Columbia and licensed to engage in the home improvement business in the District, certifying that the applicant will be employed by the contractor as a home improvement salesperson.
- **Investigation/Approval**  
This type of business requires a background investigation prior to issuance of a license. This investigation will be conducted after submitting the application and all required documents.

## Home Improvement Salesperson (Cont.)

**Special Instructions:** If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

➤ **Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to [www.dkra.dc.gov](http://www.dkra.dc.gov) and click on "Corporate Registration." For more information, please call the Corporation Division at (202) 442-4432.

➤ **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).

➤ **Corporate Registered Agents**

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ **Trade Name Operative (Use of Fictitious Business Name)**

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

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**Responsible Agency:** The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

**Other District or Federal Agencies Involved for this Basic Business License:** *Metropolitan Police Department, Office of Tax and Revenue*

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**Additional Business Activities (BBL Endorsements):**

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

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**Special Notes:**

If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at [bbl.infocenter@dc.gov](mailto:bbl.infocenter@dc.gov).

If you prefer, you can get additional fact sheets and BBL packets on our website at [www.dkra.dc.gov](http://www.dkra.dc.gov). Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees. .

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